

Beginning Workshop 2008

Online Class Component

Beginning Workshop is intended to provide an introduction to a range of basic library services and functions. It also serves as the required training for Level VII certification. State certification rules require 32 contact hours (3.2 CEUs) for Level VII certification.

In order to reduce the time necessary for the conference portion of Beginning Workshop, 8 (.8 CEUs) hours of the contact hour training will be done online through LibraryU and/or WebJunction. The conference portion will total 24 (2.4 CEUs) contact hours. Each participant attending Beginning Workshop for Level VII certification will need to complete 8 contact hours of online training before the start of the workshop.

Page two lists the classes acceptable for the 8 contact hours at LibraryU and WebJunction. You may select any combination of these classes to meet the 8 contact hour requirement.

As you complete each class you have selected, please print copies of the certificate of completion. Instructions for printing certificates of completion at LibraryU and WebJunction are included in this handout.

For those earning the Level VII certificate - You will need to bring copies of your LibraryU and WebJunction certificates to Beginning Workshop. You will also need to bring a photocopy of your high school diploma or transcript showing graduation date. These will be kept in the Library of Michigan's certification files as proof that you have met the requirements for Level VII certification.

Other CEU Opportunities: MeL Database Training

For those who are interested in any of the MeL database workshops offered by the Michigan Library Consortium (www.mlc.lib.mi.us), you may use these for part of the 8 hours of credit needed prior to attending the workshop and complete the .8 CEUs through the online classes described above.

You may select any of the MeL database workshops to use for .3 CEUs of the .8 pre-workshop CEUs. Each of the MeL database workshops is worth .3 CEUs, so you may take any one of the workshops in conjunction with .5 CEUs from the list of online classes.

Beginning Workshop 2008 – How to Print a LibraryU Certificate of Completion

LibraryU Certificates of Completion

Upon successful completion of a LibraryU course, you will have an opportunity to print a Certificate of Completion. This Certificate verifies that you have successfully answered the reviews throughout the course. A course may have a review per lesson, or may have only one review associated with the last lesson.

Note: In the explanations below, references (e.g. [1]) refer to numbered items in the screen image following the explanation.

1) View Your Courses

After logging into your LibraryU account, you can check the status of your courses by clicking on the sidebar link "My Courses" [1]. Using the course status legend [2], determine the status of your courses [3]. A course shown with an open red circle indicates a course has not been started. A half-filled circle represents a course "In Progress" and a fully-filled red circle indicates a "Completed" course.

Course Code	Course Title	Availability
Administrative Skills		
ADM001	Budgeting Basics	Open
ADM004	Directors ASK! (Administrator-Secret-Knowledge!)	Open
Customer Service		
CUS014	Planning Story Times for Children	Open
CUS010	Shelving with SuDoc	Open
CUS002	Weeding as a Part of Collection Management in Your School	Open
Information Services		
INF004	FirstSearch: A Wealth of Information for Illinois Citizens 24/7	Open
LibraryU Support and Training		
LUR003	Web-Based Training and Staff Development: Making the Most out of LibraryU	Open

Legend

- Not Started
- In Progress
- Complete
- Expired

A course must have a status "Completed" before you are able to receive a Certificate of Completion.

2) Check the Grade Book

Once you see that a course is completed, you can verify the Grade Book information associated with the course. The Grade Book keeps track of all your review attempts and percentage correct. Click on the "Grade Book" [1] link on the sidebar to view a list of your courses and their status. This view is another way to look at the information shown in the diagram above. However, in "Grade Book" view, you can click on a Course Title [3] to see the detailed lesson completion information. Remember, all

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course lessons must be successfully completed before a Certificate of Completion is earned. The status is verified in the last column of the display [2].

Course Title	Last Log On	Status
Budgeting Basics	Apr 1 2005 11:25 AM	Completed
Directors WSK! (Administrator-Secret-Knowledge)		Not Started
FirstSearch: A Wealth of Information for Illinois Citizens 24/7	Apr 1 2005 9:00 AM	In Progress!
Planning Story Times for Children	Apr 1 2005 9:22 AM	In Progress!
Shelving with SuDec	Apr 1 2005 8:39 AM	In Progress!
Web-Based Training and Staff Development: Making the Most out of LibraryU	Apr 1 2005 8:59 AM	In Progress!
Weeding as a Part of Collection Management in Your School	Apr 1 2005 8:35 AM	In Progress!

Click on a Course Title to review the lesson status.

3) Verify Lesson Status

Check each lesson of the course to see if you have completed and passed the review associated with that lesson. The Course Title is shown at the top of the screen [1]. Each lesson title is listed in a row, as well as the review score, status [2] and test date. If you see a failed lesson, you should return to the Course via the "My Course" sidebar link, then click on the Syllabus sidebar link and complete the review for the lesson indicated as incomplete or failed.

Most of the LibraryU courses allow you to retake reviews. Each time you attempt a review, it is logged in the history. Click on the View History [3] link to see this detailed information. **FOR COMPLETED COURSES, instead of View History, you will see PRINT CERTIFICATE at [3]. You may click on that for a certificate for the course.** If the course is not complete, continue the following directions to complete the course and print a certificate

Lesson	Score	Status	Test Date
Should the Library Have a Budget?	100	Passed	Jan 11 2005 5:59 PM
What Should the Budget Include?	0	Failed	Apr 1 2005 8:59 AM
How is the Budget Spent?	100	Passed	Jan 12 2005 3:40 PM
What are Cash Reserves?	100	Passed	Jan 11 2005 5:59 PM
What Tax Fund can be used to Pay What Expense?	100	Passed	Jan 13 2005 11:16 AM

4) Review Attempts

The View History detail shows the CourseTitle [1], Lesson names [2] and the history of your attempts [3] at completing the review. Notice in the example below that the

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second lesson has been attempted 7 times.

Exam Results				
Course: Budgeting Basics				
Lesson: Should the Library Have a Budget?				
Attempt	Score	Status	Test Date	
1	100	Passed	Jan 11 2005 5:57 PM	
Lesson: What Should the Budget Include?				
Attempt	Score	Status	Test Date	
7	0	Failed	Apr 1 2005 8:38 AM	
6	0	Failed	Apr 1 2005 8:30 AM	
5	0	Failed	Mar 4 2005 9:28 AM	
4	100	Passed	Jan 12 2005 3:39 PM	
3	0	Failed	Jan 12 2005 10:22 AM	
2	100	Passed	Jan 11 2005 5:57 PM	
1	50	Passed	Jan 11 2005 5:50 PM	
Lesson: How is the Budget Spent?				
Attempt	Score	Status	Test Date	
4	100	Passed	Jan 12 2005 3:40 PM	

5) Return to Course, Select Lesson

Return to the Course by following the "My Courses" sidebar link, then clicking on the Course Title from the list of courses (as shown in the first diagram on this page). Then, click on the "Syllabus" [1] sidebar link to see a list of the Lessons and Topics. If you have reviewed each topic, a red check mark will be shown to the left of the Lesson/Topic heading.

Find the lesson that contains the review that has not been successfully completed. We are using the last lesson [2] in this example. Click on a topic in the incomplete lesson.

LibraryU Syllabus	
Course: Budgeting Basics	
Introduction	
✓ Overview	
✓ Sponsors and Authors	
✓ Navigation in LibraryU	
Should the Library Have a Budget?	
✓ Who Creates the Budget?	
What Should the Budget Include?	
✓ Income and Expenditures	
✓ What are Revenue Sources?	
✓ What are Tax Funds?	
✓ What are Expenses?	
What Format Should be Used?	
✓ Line Item vs. Program	
How is the Budget Spent?	
✓ Tracking Your Budget	
What is the Budget Cycle?	
✓ The Budget Calendar	
What are Cash Reserves?	
✓ Covering Expenses	
What are Financial Reports?	
✓ Accountability and Documentation	
What Tax Fund can be used to Pay What Expense?	
✓ Matching Tax Funds with Allowable Expenses	

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6) Select the Lesson Review

For lessons that have reviews associated with the lesson, the review icon will be a clickable link to the review questions. If the review icon is washed out in color, it is not active for that lesson.



7) Start the Review

When you enter the review section for a lesson, you are shown an introductory screen which explains how to navigate within a lesson review. At the top, you will see how many questions are in the review and how many attempts [1] you have to successfully complete the review.

To complete the review, click on the Continue [2] button.



8) Answer Review Questions

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Answer the review questions and then Submit your answers for evaluation.

The screenshot shows the LibraryU Exam interface. On the left is a navigation menu with links: My Courses, Syllabus, Resources, Communicate, Search, Profile, Grade Book, Shortcuts, Help, Comments, and Learning Paths. The main content area displays the course 'Budgeting Basics' and the lesson 'What Tax Fund can be used to Pay What Expense?'. Two questions are listed: Question 1 asks 'What tax funds does the board use to support the library?' with options 'The general fund.', 'The building & maintenance fund', 'The tort & immunity fund', 'The social security and medicare fund', and 'All of the above'. Question 2 asks 'Building safety issues can be paid using which fund?' with options 'Building & Maintenance' and 'Tort & Immunity'. At the bottom are buttons for 'Quit', 'Save', 'Save & Quit', and 'Submit' (which is circled in red).

9) Review Evaluation

The review questions you submitted are evaluated for accuracy and a recap is displayed. A message will appear [1] if you successfully completed the review.

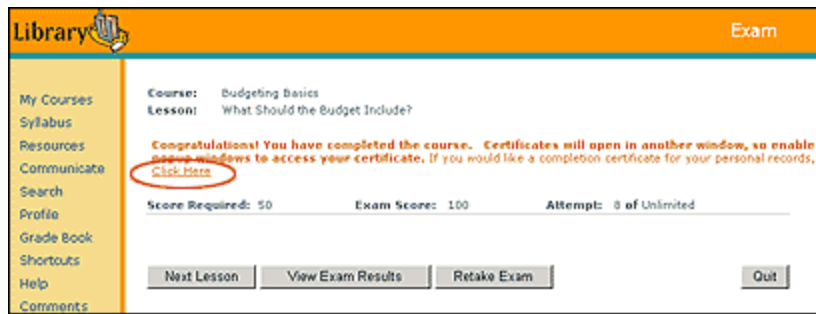
Click on the **"View Exam Results"** [2] to see additional detail. If you fail to click on this button, you will not see the message related to printing your Certificate of Completion.

The screenshot shows the LibraryU Exam Results interface. It displays the course 'Budgeting Basics' and the lesson 'What Tax Fund can be used to Pay What Expense?'. A red circle with the number '1' highlights the message 'Exam Completed Successfully!'. Below this, it shows 'Score Required: 0', 'Exam Score: 50', and 'Attempt: 5 of Unlimited'. At the bottom are buttons for 'View Exam Results' (circled in red with a red circle and the number '2'), 'Retake Exam', and 'Quit'.

10) Congratulations!

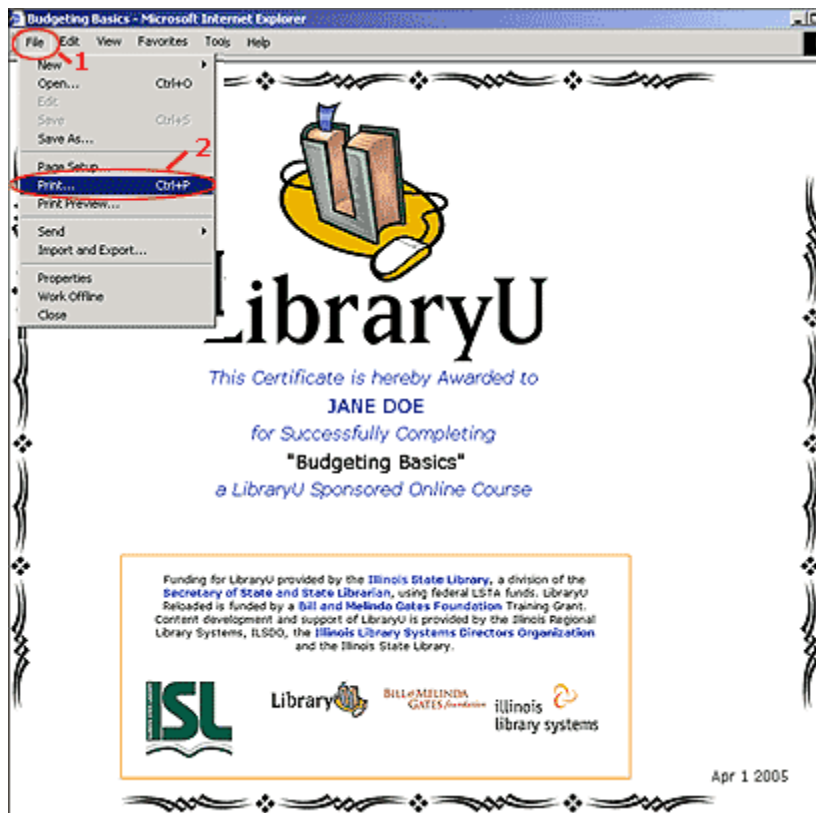
When you View Exam Results, if you have completed all reviews successfully, you receive the Congratulations message along with a link to the Certificate of Completion. "Click Here" leads to the certificate.

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11) View and Print the Certificate of Completion

The Certificate of Completion displays in a separate window. Be sure to **allow pop-up windows** from the LibraryU website if you want to take advantage of all the features, including the ability to print a Certificate of Completion. Use the standard File [1] and Print [2] commands within your browser window to send the Certificate of Completion to your printer.



Reprinting Certificates of Completion

If you failed to print a certificate or lost one, you can follow these procedures to go back into a lesson review, complete the review again, and then print your certificate.

Beginning Workshop 2008 – How to Print a WebJunction Certificate of Completion

WebJunction Certificates of Completion

- 1) Upon successful completion of a WebJunction course, you will have an opportunity to print a Certificate of Completion. This Certificate verifies that you have successfully completed the reviews throughout the course. Upon completion of the Course, the last screen will look as below. Follow the option 1 instructions to print the certificate of completion.

Congratulations!

Congratulations! You've finished WebJunction's Media Relations course. You have two options:

OPTION 1: Complete this course and print certificate.

If you're finished taking the course, you can complete it now. You'll still be able to return to this course at any time while your registration is valid and use the course material as a reference or refresher. To complete the course:

- Download and install the [Adobe Reader](#), if you don't have it already.
- Click the "Complete this Course." button below.
- Customize your certificate by typing your name over the text that says "{type your name here}."
- Click CTRL + P on the PC or CMMD + P on the Mac, or go to File > Print to print the certificate.

OPTION 2: Repeat the course.

If you aren't done with the course, you can return to the beginning now.

What would you like to do?

Complete the course.

Repeat the course.

- 2) If you did not print a certificate of completion at the end of the course, you can do so at a later time by going to:

- a. Go to WebJunction.org
- b. Select Courses at the top of the page.
- c. Select My Courses at the left side of the page
- d. Select Launch Course next to the course for which you need to print a certificate. (If you get "page not found," click the back link in the middle of the page).
- e. Click Next on the introductory screen.

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- f. At this point, you can go through the course until the final screen and follow the directions above.
or
Select Index at the top of the screen, then select Conclusion from the Index screen. Go through the conclusion section until the final screen and follow the directions above.

LibraryU - learning.libraryu.org/home

Class	CEUs
CAT001 - Introduction to Cataloging for Non-Catalogers	.1
CAT004 - MARC in Your Library: MARC Code You Should Know	.3
CUS014 - Planning Story Times for Children	.1
CUS015 - Special Needs Children @ Your Library: A Practical Program	.1
CUS019 - Boy Crazy @ the Library: Going Graphic in Your Collection	.1
CUS020 - There Will Always Be Storytellers	.1
INF016 - Basic Web-based Reference	.1
LPR001 - Ensuring Access: The Rights and Responsibilities of Intellectual Freedom	.1
LUV004 - The Internet and Teens: Social Networking Safety	.1
YSR001 - Accompanying the Young Reader: Helping the Reader Choose Appropriate Books	.1

WebJunction - webjunction.org, Course Catalog

Class	CEUs
Self-Paced: Managing Public Access Computing Section	
- Troubleshooting Computer Problems	.1
Self-Paced: Sustainability, Advocacy, & Outreach Section	
- Designing a Library Web Site	.1
- Media Relations	.1
- Rural Library Sustainability	.2
- Spanish Language Outreach	.3